

2. **REQUEST FOR THE APPROVAL OF CONSULTANTS'/VENDORS'
INVOICES
(ATTACHMENT - #2)**

Professional Services Invoices for Board Approval

Broadway Re-investment Coalition (BRIC)	6,000.00
J. Michael Haygood	4,478.50
The Palm Beach Consulting Group	<u>6,487.50</u>
	<u>\$ 16,966.00</u>

Broadway Re-Investment Coalition

Invoice No. ND 003_11

BRIC

P.O. Box 8561
West Palm Beach, FL 33407
(561) 840-7722

INVOICE

Customer

Name Riviera Beach Beach/CRA Date 5/1/2011
 Attn Tony Brown
 Address 2001 Broadway
 City Riviera Beach, State FL ZIP 33404
 Phone 844-3408

Description	Unit Price	TOTAL
<p>Work Completed This Period: Report Attached- Scope of Service For Month 3 April 2011 Business Retention/Expansion</p> <p>Business Attraction</p> <p>Coordination</p> <p>CRA/Broadway Database</p> <p>Infrastructure Improvements</p> <p>See Contract Work Report For April 2011 Payment Period: April 2011 To be made out to the Broadway Re-Investment Coalition, (BRIC), P.O. Box 8561 West Palm Beach FL 33407</p> <p style="text-align: right;">Respectfully Submitted</p>	<p>\$6,000.00</p>	

Payment Details

Cash
 Check
 Credit Card

Name _____

CC # _____

Expires _____

Subtotal	\$6,000.00
Balance Prior To This Payment	\$60,000.00
Balance After	
This Payment	\$54,000.00
TOTAL DUE	\$6,000.00

Office Use Only

Thank you

April 2011 CRA Report For:
The Broadway Re-Investment Coalition

Deliverables-

Month 3: April 2011

Business Retention/Expansion/Attraction

Results:

- Continued to work with CRA staff to distribute contracts to businesses approved in December 2010, Round II
- Audited Round I & II files, utilized checklist to identify required documents
- Conducted "as-needed" site visits to Round I & II awardees
- Attended Plan Review Sessions with awarded applicants
- Conducted site visits to confirm work completed for reimbursement draws and final payments for Round I & II
- Completed report identifying status of each incentive project
- Completed & sent deadline letters for projects with unsigned contracts

Coordination

Results:

- Continued to coordinate a Marketing RFQ Scope of Services to review & refine with CRA staff
- Held staff meetings to discuss: target areas, gateway concepts, and "properties of distinction"- developed strategies to identify 4-5 distinct districts- reviewed with CRA staff
- Began grant/loan identification with the Palm Beach County Housing & Community Development Department & the Paragon Foundation

CRA/Broadway Database

Results:

- Continued to monitor business data status for updates
- Continued to utilize database for multiple inquiries
- Continued to research database to identify & query "Property of Distinctions"

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ATTORNEY AT LAW

1551 Forum Place
Suite 400-B
West Palm Beach, FL 33401

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West Palm Beach, FL 33402-3183
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E-Mail: [jhaygood @bellsouth.net](mailto:jhaygood@bellsouth.net)

May 3, 2011

Tony Brown
Executive Director
Riviera Beach CRA
Bank of America Financial Centre
Riviera Beach, FL 33404

For Professional Services Rendered: **General Administration**

04/06/2011	Telephone conference with Tony Brown, Scott Evans and Arnold Broussard.	1.3 hours	\$344.50
04/06/2011	Telephone conference with Tony Brown.	.5 hours	\$132.50
04/13/2011	Attendance at CRA meeting.	2.5 hours	\$662.50
04/13/2011	Telephone conference with Pam Ryan; research of the statute and case law re: minutes for public meetings.	1.4 hours	\$371.00
4/14/2011	Meeting with Ben Guy, Scott Evans and Tony Brown re: Procurement.	1.3 hours	344.50
04/18/2011	Preparation of Notice of Cancellation Hubbard lease.	.8 hours	\$212.00
04/18/2011	Telephone conference with Tony Brown.	.5 hours	\$132.50
04/18/2011	Telephone conference with Chairman Davis.	.4 hours	\$106.00
04/18/2011	Preparation of revised deed for disclaimer.	1.2hours	\$318.00
04/19/2011	Telephone conference with Tony Brown.	.5 hours	\$132.50

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04/20/2011	Meeting with Glen Torcivia, Christy Goddau, and Pam Ryan.	1.4 hours	\$371.00
04/25/2011	Review of proposed changes to Novogradac agreement.	.7 hours	\$185.50
04/29/2011	Review of survey re: disclaimer; telephone conference with surveyor; review of title file.	2.3 hours	\$609.50
04/27/2011	Attendance at CRA meeting.	2.1 hours	\$556.50
	Total		\$4,478.50



The Palm Beach Consulting Group, LLC

*6406 Blue Bay Circle
Lake Worth, FL 33467*

Invoice

Bill To:
Riviera Beach CRA Bank of America Financial Centre 2001 Broadway, Suite 300 Riviera Beach, FL 33404

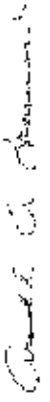
Date	Invoice #
5/2/2011	02102010-38

Description	Amount
Professional Consulting Services - Riviera Beach CRA - per contract dated February 9, 2011. Time reports by Task for the periods 04/01-15/2011 and 04/16-30/2011 attached. Final Payment. <i>Arnold A. Broussard</i> <i>5/3/2011</i>	6,487.50
Total	\$6,487.50

(561) 315-5243

ABroussard@PalmBeachConsulting.com

The Palm Beach Consulting Group, LLC
International Harbor at Riviera Beach Project Time Report
for the Period 04/01/2011 - 04/15/2011



Signature:
 Name: Arnold A. Bronissard

Task Number	Description	Total Time: 36.50															
		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1.00	Assist with finalizing the journal entries associated with the 2010 fiscal year-end audit.											0.50	1.50				
2.00	Assist in finalizing the revisions to the Ocean Mall Interlocal Agreement.																
3.00	Provide the staff accountant with necessary support services to make required changes to the Agency's accounting and financial reporting system to properly interface with the City's PMS system, including, but not limited to, updating the respective charts of accounts, assigning/re-assigning costs to proper accounts, implementing a purchase order tracking system, and developing a systematic interface with the City's Finance Department and PMS system.					6.50	5.00	1.50	3.00	2.75		3.25	2.00				2.50
4.00	Assist the Administrative Director in updating the Agency's comprehensive policies and procedures manual.						0.50										
5.00	Develop a policy and associated procedures for the Agency's purchase of and disposal of real property.														2.00		
6.00	Assist the Agency in resolving the "administrative fee" payment issue with the City.											1.00				1.50	
7.00	Develop and implement targeted plan for the acquisition of real property.													1.50			1.50
Total Time		36.50	0.00	0.00	0.00	6.50	5.50	1.50	3.00	2.75	0.00	4.75	3.50	1.50	3.50	4.00	0.00

